

ET HANDBOOK NO. 410

APPENDIX B

WORKSHEET INSTRUCTIONS

SYSTEM STARTUP

Purpose:

This worksheet provides the identifying information that will be used on the worksheets including the state name, standard hours, and the fiscal years included in the budget cycle. Rows 6 through 24 must be completed prior to entering data in the other worksheets, and Rows 27 through 33 must be completed prior to transmitting the data to the Office of Workforce Security (OWS).

Row 6 - Click on "YOUR STATE". A drop down arrow will appear. Select a state name from the pull down list and click on name.

Row 7 - This is the two-letter FIPS state abbreviation. This value comes from the table contained in the worksheet below this form and corresponds to the state selected in Row 6.

Row 9 - Request Year is the federal fiscal year for which funds will be requested. Enter the four-digit year.

Row 12 - Previous Year is the most recently completed fiscal year. The system will generate this information based on the Request Year entered.

Row 13 - Enter the standard paid hours per position for the Previous Year.

Row 15 - Current Year is the current fiscal year. The system will generate this information based on the Request Year entered.

Row 16 - Enter the standard paid hours per position for the Current Year

Row 18 - Next Year is the next fiscal year. The system will generate this information based on the Request Year entered.

Row 19 - Enter the standard paid hours per position for the Next Year. (Same comment as above about the comments box)

Row 21 - Request Year is the budget request fiscal year. The system will generate this information based on the Request Year entered.

Row 22 - Enter the standard paid hours per position for the Request Year.

Note: At least one of the four standard hours per year will be different due to a leap year.

Row 24 - Enter the number of months of accounting data that is available for the Current Fiscal Year. This figure will be used for a straight-line projection of accounting data.

Row 26 - The system enters the date that the data was exported to the delimited text file.

Row 27 - Enter the date that the data was electronically transmitted to OWS.

Row 28 - Enter the name of the agency contact person.

Row 29 - Enter the phone number of the agency contact person.

Row 30 - Enter the email address of the agency contact person.

Row 31 - Enter the type of submission.

C	Amended State submission--1 st amendment
B	Amended State submission --2 nd amendment
R	Special Requirements file
S	Original State submission
V	Original Regional Office validated submission
W	Wage and benefits increases when estimate becomes law
Y	Amended Regional Office validated submission

Row 33 - When data entry is complete and the workbook is ready for transmission, click on "Export Data." The system will convert the Excel worksheet data to a delimited text file, which will be the export document that will link the Excel system to the National Office Informix database.

RJM-1 COST PER POSITION

Purpose:

These worksheets calculate the costs per position by year for Personal Services (PS) and Personnel Benefits (PB), as well as the difference between funded and actual cost per position for the UI program overall and for each functional activity.

Data Source:

Cost Accounting System (CAS) Report 95 or Financial Accounting and Reporting System (FARS) GA 12A or equivalent state report with data for positions paid by functional activity – In the Previous Fiscal Year (Column B), enter the year-to-date data of the Previous Year's fiscal year-end report for all UI positions by functional activity. Enter Current Fiscal Year (Column C) year-to-date data of the most recent monthly report.

Final Target summary sheet - PS&PB rates prior to shortfall assessment (from the bottom of the summary final allocation sheets for Previous Year and for Current Year).

If expenditure data is not available by functional activity, calculate and use average cost.

Supporting Documentation Requirements:

Approved budgets, position reclassifications, collective bargaining agreements, and legislative resolutions.

Procedures:

There are eleven RJM-1 Cost Per Position worksheets, one for each functional activity code and one for total UI Positions, which is all positions less AS&T.

Total Personal Service Cost – total salaries and wages (as defined under the guiding principles of RJM) of all positions by functional activity charged to the UI grant. If cost is not available by functional activity, use average cost of all UI Program (excluding AS&T) positions. Calculate cost per AS&T position separately.

Total Positions Paid – the total positions funded by the UI Program (e.g., all permanent and seasonal positions charged directly to the UI grant) by functional activity.

Documented PS Increases Per Position – documented (e.g., legislative enactment, reclassification requests approved by the state, collective bargaining agreements, etc.) increases per position in salaries and wages of all positions charged to the UI grant in the Current, Next, and Request Years (e.g., cost of living increases, position reclassifications, pay range increases). Indicate the effective date in the description and pro-rata increases that take effect after the beginning of the year. Apply the rate of increase for the Current Year or the Next Year if PS increases documentation is not available.

Total Personal Benefit Cost – total fringe benefits of all positions by functional activity charged to the UI grant.

Documented PB Increases Per Position – documented (e.g., legislative enactment, reclassification requests approved by the state, collective bargaining agreements, etc.) increases per position in fringe benefits of all positions that are charged to the UI grant in the Current, Next, and Request Years (e.g., cost of living increases, approved position reclassifications, pay range increases). Indicate the effective date in the description and pro-rata increases that take effect after the beginning of the year. Apply the Current Year or Next Year rate if PB increases documentation is not available.

Funded Rate Per Position – PS&PB rates prior to shortfall assessment (from the bottom of the summary final allocation sheets for Previous Year and Current Year). Enter the Regular Rate for all UI activities/functions; use the AS&T Rate for the AS&T functional activity.

Column B (Previous Year):

Row 12 – Enter total personal service (salaries and wages as defined under the RJM guiding principles) cumulative expense by functional activity from the Previous Year’s fiscal year-end reports (including expenses for permanent and seasonal positions).

Row 14 – Enter year-to-date data from the Previous Year’s fiscal year-end Positions Paid (by functional activity) report.

Row 25 – The system calculates the PS cost per position by dividing the total personal service cost for the functional activity code by total positions paid for the corresponding functional activity code.

Row 29 – Enter fiscal year-end cumulative fringe benefits expense by functional activity from the Previous Year’s fiscal year-end reports (include expenses for permanent and seasonal positions).

Row 31 – The system imports total positions paid from Row 14.

Row 42 – The system calculates the PB cost per position by dividing the total personnel benefit cost for the functional activity code by total positions paid for the corresponding functional activity code.

Row 46 – The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

Row 48 – Enter the PS&PB Regular Rate prior to the shortfall assessment from Unemployment Insurance Program Final Allocations sheet for the Previous Year for all UI activities/functions. Use the assigned PS&PB AS&T Rate for the AS&T functional activity.

Row 50 – The system calculates the difference between funded cost per position and actual cost per position.

Column C (Current Year):

Row 12 – Enter total personal service (salaries and wages as defined under the RJM guiding principles) cumulative expense by functional activity from the Current Year's fiscal year-end reports (include expenses for permanent and seasonal positions).

Row 14 – Use year-to-date data from the most recent monthly Positions Paid (by functional activity) report.

Row 16 – The system imports the months reported year-to-date from the Startup worksheet.

Row 18 – The system calculates a straight-line projection of personal services cost per year by dividing total personal services cost by total positions paid, and dividing 60 times months-reported YTD and multiplied by 12.

Rows 21 through 23 – Use documented increases per position in salaries and wages of all positions charged to the UI grant.

Indicate the effective date in the description and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases, enter the total on Row 23 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 25 – The system calculates total PS rate by the sum of the straight-line projection plus documented increases.

Row 29 – Enter cumulative fringe benefits expense from the most recent monthly accounting reports for all programs funded (include expense for permanent and seasonal positions).

Row 31 – The system imports total positions paid from Row 14.

Row 33 – The system imports the months reported year-to-date from the Startup worksheet.

Row 35 – The system calculates a straight-line PB rate projection by dividing total PB dollars by total positions paid, and dividing 60 times months-reported YTD and multiplied by 12.

Rows 38 through 40 – Use documented increases per position in fringe benefits of all positions charged to the UI grant.

Indicate the effective date in the description and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases, enter the total on Row 40 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 42 – The system calculates total PB rate by the sum of the straight-line projection plus documented increases.

Row 46 – The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

Row 48 – Enter the PS&PB UI rate prior to the shortfall assessment from Unemployment Insurance Program Final Allocations sheet for the Previous Year for all UI activities/functions. Use the assigned PS&PB AS&T rate for the AS&T functional activity.

Column D (Next Year):

Row 18 – The system imports the ending rate from the Current Year as the straight-line cost for the Next Year.

Rows 21 through 23 – Use documented increases per position in salaries and wages of all positions directly charged to the UI grant

If there are more than three increases, enter the total on Row 23 and explain in the narrative. Do not add additional Rows to the spreadsheet.

Row 25 – The system calculates total PS rate by the sum of the straight-line projection plus documented increases.

Row 35 – The system imports the ending rate from the Current Year as the straight-line cost for the Next Year.

Rows 38 through 40 – Use documented PB increases per position of all positions directly charged to the UI grant

If there are more than three increases, enter the total on Row 40 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 42 – The system calculates total PB rate by the sum of the straight-line projection plus documented increases.

Row 46 – The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

Column E (Request Year):

Row 18 – The system carries forward the ending rate from the Next Year as the straight-line cost for the Request Year.

Rows 21 through 23 – Use documented PS increases per position by functional activity. If there are more than three increases, enter the total on Row 23 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 25 – The system calculates total PS rate by the sum of the straight-line projection plus documented increases.

Row 35 – The system imports the ending rate from the Next Year as the straight-line cost for the Request Year.

Rows 38 through 40 – Use documented PB increases per position of all positions charged to the UI grant

If there are more than three increases, enter the total on Row 40 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 42 – The system calculates total PB rate by the sum of the straight-line projection plus documented increases.

Row 46 – The system sums the total PS&PB rate by adding the calculated PS rate and the PB rate.

RJM-1-RATES PS&PB COST PER POSITION

Purpose:

This worksheet summarizes the cost per position by functional activity by year.

Data Source:

The data for this worksheet is imported from the RJM-1's for each functional activity code and the UI Program summary.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet will automatically be imported from previously completed worksheets.

Column B (Previous Year):

Row 12 – The system imports cost per position for the UI Program from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-UI worksheet.

Row 14 – The system imports cost per position for Initial Claims from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-IC worksheet.

Row 15 – The system imports cost per position for Weeks Claimed from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-WK worksheet.

Row 16 – The system imports cost per position for Non-Monetary Determinations from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-NMD worksheet.

Row 17 – The system imports cost per position for Appeals from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-APP worksheet.

Row 18 – The system imports cost per position for Wage Records from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-WR worksheet.

Row 19 – The system imports cost per position for Tax from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-TAX worksheet.

Row 23 – The system imports cost per position for Benefit Payment Control from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-BPC worksheet.

Row 25 – The system imports cost per position for UI PERFORMS from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-UIP worksheet.

Row 27 – The system imports cost per position for Support from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-SUP worksheet.

Row 33 – The system imports cost per position for AS&T from Row 46 (PS&PB cost per position) of the Previous Year Column of the RJM-1-AST worksheet.

Column C (Current Year):

Row 12 – The system imports cost per position for the UI Program from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-UI worksheet.

Row 14 – The system imports cost per position for Initial Claims from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-IC worksheet.

Row 15 – The system imports cost per position for Weeks Claimed from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-WK worksheet.

Row 16 – The system imports cost per position for Non-Monetary Determinations from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-NMD worksheet.

Row 17 – The system imports cost per position for Appeals from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-APP worksheet.

Row 18 – The system imports cost per position for Wage Records from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-WR worksheet.

Row 19 – The system imports cost per position for Tax from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-TAX worksheet.

Row 23 – The system imports cost per position for Benefit Payment Control from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-BPC worksheet.

Row 25 – The system imports cost per position for UI PERFORMS from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-UIP worksheet.

Row 27 – The system imports cost per position for Support from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-SUP worksheet.

Row 33 – The system imports cost per position for AS&T from Row 46 (PS&PB cost per position) of the Current Year Column of the RJM-1-AST worksheet.

Column D (Next Year):

Row 12 – The system imports cost per position for the UI Program from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-UI worksheet.

Row 14 – The system imports cost per position for Initial Claims from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-IC worksheet.

Row 15 – The system imports cost per position for Weeks Claimed from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-WK worksheet.

Row 16 – The system imports cost per position for Non-Monetary Determinations from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-NMD worksheet.

Row 17 – The system imports cost per position for Appeals from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-APP worksheet.

Row 18 – The system imports cost per position for Wage Records from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-WR worksheet.

Row 19 – The system imports cost per position for Tax from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-TAX worksheet.

Row 23 – The system imports cost per position for Benefit Payment Control from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-BPC worksheet.

Row 25 – The system imports cost per position for UI PERFORMS from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-UIP worksheet.

Row 27 – The system imports cost per position for Support from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-SUP worksheet.

Row 33 – The system imports cost per position for AS&T from Row 46 (PS&PB cost per position) of the Next Year Column of the RJM-1-AST worksheet.

Column E (Request Year):

Row 12 – The system imports cost per position for the UI Program from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-UI worksheet.

Row 14 – The system imports cost per position for Initial Claims from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-IC worksheet.

Row 15 – The system imports cost per position for Weeks Claimed from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-WK worksheet.

Row 16 – The system imports cost per position for Non-Monetary Determinations from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-NMD worksheet.

Row 17 – The system imports cost per position for Appeals from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-APP worksheet.

Row 18 – The system imports cost per position for Wage Records from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-WR worksheet.

Row 19 – The system imports cost per position for Tax from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-TAX worksheet.

Row 23 – The system imports cost per position for Benefit Payment Control from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-BPC worksheet.

Row 25 – The system imports cost per position for UI PERFORMS from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-UIP worksheet.

Row 27 - The system imports cost per position for Support from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-SUP worksheet.

Row 33 – The system imports cost per position for AS&T from Row 46 (PS&PB cost per position) of the Request Year Column of the RJM-1-AST worksheet.

RJM-1-RATES-AB SUMMARY - CONTINGENCY SALARY RATE

Purpose:

This worksheet calculates the contingency PS&PB rate for the Request Year based on the weighted average of the four functional activity codes that constitute contingency positions.

Data Source:

The data for this worksheet is imported from the RJM-1-RATES and the RJM-5-SUM for each of the four functional activity codes for contingency positions.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet will automatically be imported from previously completed worksheets.

Column B (Positions):

Row 10 – The system imports positions for Initial Claims from Row 14 (positions) of the Request Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 11 – The system imports positions for Weeks Claimed from Row 15 (positions) of the Request Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 12 – The system imports positions for Non-Monetary Determinations from Row 16 (positions) of the Request Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 13 – The system imports positions for Appeals from Row 17 (positions) of the Request Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 15 – The system sums the total above base positions.

Column C (% Of Total Positions):

Rows 10 through 13 – The system calculates by dividing the positions for the corresponding functional activity by the total positions in the Positions Column.

Row 15 – The system sums the percent of positions.

Column D (PS&PB Cost Per Position):

Row 10 - The system imports cost per position for Initial Claims from Row 14 (PS&PB cost per position) of the Request Year Column of the RJM-1-Rates (PS&PB Cost Per Position) worksheet.

Row 11 - The system imports cost per position for Weeks Claimed from Row 15 (PS&PB cost per position) of the Request Year Column of the RJM-1-Rate (PS&PB Cost Per Position) worksheet.

Row 12 – The system imports cost per position for Non-Monetary Determinations from Row 16 (PS&PB cost per position) of the Request Year Column of the RJM-1-Rate (PS&PB Cost Per Position) worksheet.

Row 13 - The system imports cost per position for Appeals from Row 17 (PS&PB cost per position) of the Request Year Column of the RJM-1-Rate (PS&PB Cost Per Position) worksheet.

Column E (Weighted Rate):

Row 10 through 13 – The system calculates by multiplying the corresponding percent of total positions by PS&PB cost per position.

Row 15 – The system sums the weighted rate for the four functional codes to calculate the total weighted average contingency rate.

RJM-1-SUM-\$ SUMMARY – PS&PB COST

Purpose:

This worksheet calculates the PS&PB dollars required for each functional activity code including AS&T by year and summarizes UI Program and total PS&PB costs.

Data Source:

The data for this worksheet is calculated from the RJM-1-RATES and the RJM-5-SUM for each of the functional activity codes including AS&T.

Supporting Documentation Requirements:

None required.

Procedures:

All of the information for the worksheet will be imported from previously completed worksheets.

Column B (Previous Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Previous Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Previous Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Previous Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Previous Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Previous Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Previous Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Previous Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Previous Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Previous Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Previous Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Previous Year.

Row 32 -The system sums the total PS&PB cost for UI Program and AS&T for the Previous Year.

Column C (Current Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Current Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Current Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Current Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Current Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Current Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Current Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Current Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Current Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Current Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Current Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Current Year.

Row 32 - The system sums the total PS&PB cost for UI Program and AS&T for the Current Year.

Column D (Next Year):

Row 12 - The system sums Rows 14 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Next Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Next Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Next Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Next Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Next Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Next Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Next Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Next Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Next Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Next Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Next Year.

Row 32 - The system sums the total PS&PB cost for UI Program and AS&T for the Next Year.

Column E (Request Year):

Row 12 - The system sums Rows 4 through 27 to calculate the PS&PB dollars for the UI Program excluding AS&T for the Request Year.

Row 14 - The system calculates the total dollars needed for Initial Claims by multiplying positions from Row 14 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 14 of the RJM-1-RATES worksheet for the Request Year.

Row 15 - The system calculates the total dollars needed for Weeks Claimed by multiplying positions from Row 15 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 15 of the RJM-1-RATES worksheet for the Request Year.

Row 16 - The system calculates the total dollars needed for Non-Monetary Determinations by multiplying positions from Row 16 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 16 of the RJM-1-RATES worksheet for the Request Year.

Row 17 - The system calculates the total dollars needed for Appeals by multiplying positions from Row 17 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 17 of the RJM-1-RATES worksheet for the Request Year.

Row 18 - The system calculates the total dollars needed for Wage Records by multiplying positions from Row 18 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 18 of the RJM-1-RATES worksheet for the Request Year.

Row 19 - The system calculates the total dollars needed for Tax by multiplying positions from Row 19 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 19 of the RJM-1-RATES worksheet for the Request Year.

Row 23 - The system calculates the total dollars needed for Benefit Payment Control by multiplying positions from Row 23 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 23 of the RJM-1-RATES worksheet for the Request Year.

Row 25 - The system calculates the total dollars needed for UI PERFORMS by multiplying positions from Row 25 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 25 of the RJM-1-RATES worksheet for the Request Year.

Row 27 - The system calculates the total dollars needed for Support by multiplying positions from Row 27 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 27 of the RJM-1-RATES worksheet for the Request Year.

Row 30 - The system calculates the total dollars needed for PS&PB Cost AS&T by multiplying positions from Row 30 of the RJM-5-SUM Position Requirements worksheet by the cost per position from Row 30 of the RJM-1-RATES worksheet for the Request Year.

Row 32 – The system sums the total PS&PB cost for UI Program and AS&T for the Request Year.

RJM-2 BASE NON-PERSONAL SERVICES (NPS)

Purpose:

This worksheet summarizes NPS costs into ten categories. The Previous and Current Fiscal Years information represents base and above base expenditures. The Next and Request Fiscal Years information represents base expenditures only. For the Request Fiscal Year, above-base needs are documented in the RJM-2-AB (Non-Personal Services) worksheet.

Data Source:

The data source for this worksheet is the state's accounting system.

Supporting Documentation Requirements:

A manual cross-reference between the state's accounting system object codes to the RJM NPS categories will be required. For both Next Fiscal Year and Request Fiscal Year, the entry for each category requires an explanation in an associated narrative document explaining the source.

Procedures:

There are three sections to this worksheet. Most of the emphasis is concentrated on base NPS usage. After delineating the instructions for this section, further instructions will be provided for the PCI requirements in the Next and Request Fiscal Years as well as facilities details for the Current Fiscal Year.

For both Previous Fiscal Year and Current Fiscal Year, data should include usage even if reimbursed from non-traditional sources such as state funding.

The NPS categories are listed in Column A. Each has a dropdown menu that provides examples of subcategories. The order in which these categories are presented is important. Starting at the top (Row 12) and proceeding down to Row 31, a state object should be placed in the first category that is germane. In most cases it is expected that only one category will be pertinent. The category of last resort is Miscellaneous; ideally, this category should be zero.

For both Next Fiscal Year and Request Fiscal Year, PCI requests are for additional resources to help states improve performance, invest in long term needs such as facilities and computers, respond to special emphases which are not otherwise provided for in the budget request, respond to state-enacted law changes which affect costs, and address other cost contingencies which are not covered in the base budget process. If a projected expenditure does not meet the PCI definition, then it should be included in the base NPS projections. Should the future expenditure be dependent on successful PCI funding, it appropriately belongs in the PCI requirements section. NPS PCI requirements can be requested for the two future fiscal years. Separate narrative justification must be supplied.

Column B (Previous Year):

Row 12 – Enter full Previous Fiscal Year actual expenditures for communications.

Row 14 – Enter full Previous Fiscal Year actual expenditures for facilities.

Row 16 – Enter full Previous fiscal Year actual expenditures for computer services

Row 18 – Enter full Previous Fiscal Year actual expenditures for travel

Row 20 – Enter full Previous Fiscal Year actual expenditures for non-ADP office equipment.

Row 22 – Enter full Previous Fiscal Year actual expenditures for supplies.

Row 24 – Enter full Previous Fiscal Year actual expenditures for personal service contracts.

Row 25 – Enter the amount from personal service contracts from the Previous Fiscal Year that was converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 27 – Enter full Previous Fiscal Year actual expenditures for state indirect costs.

Row 31 – Enter full Previous Fiscal Year actual expenditures for miscellaneous.

Row 33 – The system calculates the totals.

Row 50 – The system calculates the total.

Column C (Current Year):

Row 12 – Enter full 12-month projected costs based on year-to-date actual communications expenditures for the Current Year.

Row 14 - Enter full 12-month projected costs based on year-to-date actual facilities expenditures for the Current Year.

Row 16 - Enter full 12-month projected costs based on year-to-date actual computer services expenditures for the Current Year.

Row 18 - Enter full 12-month projected costs based on year-to-date actual travel expenditures for the Current Year.

Row 20 - Enter full 12-month projected costs based on year-to-date actual non-ADP office equipment expenditures for the Current Year.

Row 22 - Enter full 12-month projected costs based on year-to-date actual supplies expenditures for the Current Year.

Row 24 - Enter full 12-month projected costs based on year-to-date actual personal service contract expenditures for the Current Year.

Row 25 – Enter the amount from personal service contracts for the Current Fiscal Year that will be converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 27 – Enter full 12-month projected costs based on year-to-date actual state indirect expenditures for the Current Year.

Row 31 – Enter full 12-month projected costs based on year-to-date actual miscellaneous expenditures for the Current Year.

Row 33 – The system calculates the totals.

Row 50 – The system calculates the total.

Column D (Next Year):

Row 12 – Enter the anticipated expenditures for the Next Fiscal Year for communications.

Row 14 - Enter the anticipated expenditures for the Next Fiscal Year for facilities.

Row 16 - Enter the anticipated expenditures for the Next Fiscal Year for computer services.

Row 18 - Enter the anticipated expenditures for the Next Fiscal Year for travel.

Row 20 - Enter the anticipated expenditures for the Next Fiscal Year for non-ADP office equipment.

Row 22 - Enter the anticipated expenditures for the Next Fiscal Year for supplies.

Row 24 - Enter the anticipated expenditures for the Next Fiscal Year for personal service contracts.

Row 25 – Enter the amount from personal service contracts that will be converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 27 - Enter the anticipated expenditures for the Next Fiscal Year for state indirect costs.

Row 31 - Enter the anticipated expenditures for the Next Fiscal Year for miscellaneous.

Row 33 – The system calculates the total.

Row 35 – This begins the section for Performance and Capital Investments (PCI) projected costs.

Row 36 – Enter the anticipated NPS PCI expenditures for communications for the Next Fiscal Year.

Row 37 - Enter the anticipated NPS PCI expenditures for facilities for the Next Fiscal Year.

Row 38 - Enter the anticipated NPS PCI expenditures for computer services for the Next Fiscal Year.

Row 39 - Enter the anticipated NPS PCI expenditures for travel for the Next Fiscal Year.

Row 40 - Enter the anticipated NPS PCI expenditures for non-ADP office equipment for the Next Fiscal Year.

Row 41 - Enter the anticipated NPS PCI expenditures for supplies for the Next Fiscal Year.

Row 42 - Enter the anticipated NPS PCI expenditures for personal service contracts for the Next Fiscal Year.

Row 43 - Enter the amount from NPS PCI personal service contracts for the Next Fiscal Year that will be converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 44 - Enter the anticipated NPS PCI expenditures for state indirect costs for the Next Fiscal Year.

Row 45 - Enter the anticipated NPS PCI expenditures for postage for the Next Fiscal Year.

Row 46 - Enter the anticipated NPS PCI expenditures for miscellaneous costs for the Next Fiscal Year.

Row 50 – The system calculates the total.

Column E (Request Year):

Row 12 - Enter the anticipated expenditures for the Request Fiscal Year for communications.

Row 14 - Enter the anticipated expenditures for the Request Fiscal Year for facilities.

Row 16 - Enter the anticipated expenditures for the Request Fiscal Year for computer services.

Row 18 - Enter the anticipated expenditures for the Request Fiscal Year for travel.

Row 20 - Enter the anticipated expenditures for the Request Fiscal Year for non-ADP office equipment.

Row 22 - Enter the anticipated expenditures for the Request Fiscal Year for supplies.

Row 24 - Enter the anticipated expenditures for the Request Fiscal Year for supplies.

Row 25 – Enter the amount from personal service contracts that will be converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 27 - Enter the anticipated expenditures for the Request Fiscal Year for state indirect costs.

Row 31 - Enter the anticipated expenditures for the Request Fiscal Year for miscellaneous costs.

Row 33 – The system calculates the total.

Row 35 – This begins the section for Performance and Capital Investments (PCI) projected costs.

Row 36 – Enter the anticipated NPS PCI expenditures for communications for the Request Fiscal Year.

Row 37 - Enter the anticipated NPS PCI expenditures for facilities for the Request Fiscal Year.

Row 38 - Enter the anticipated NPS PCI expenditures for computer services for the Request Fiscal Year.

Row 39 - Enter the anticipated NPS PCI expenditures for travel for the Request Fiscal Year.

Row 40 - Enter the anticipated NPS PCI expenditures for non-ADP office equipment for the Request Fiscal Year.

Row 41 - Enter the anticipated NPS PCI expenditures for supplies for the Request Fiscal Year.

Row 42 - Enter the anticipated NPS PCI expenditures for personal service contracts for the Request Fiscal Year.

Row 43 - Enter the amount from NPS PCI personal service contracts for the Request Fiscal Year that will be converted into MPU values. This is a positive number and the system will sum total NPS less this value.

Row 44 - Enter the anticipated NPS PCI expenditures for state indirect costs for the Request Fiscal Year.

Row 45 - Enter the anticipated NPS PCI expenditures for postage for the Request Fiscal Year.

Row 46 - Enter the anticipated NPS PCI expenditures for miscellaneous costs for the Request Fiscal Year.

Row 53: Information on total agency facility costs, regardless of funding source. The National Office specifically requests this information. It applies only to the Current Fiscal Year.

Row 54 – Column B - Enter the number of agency or state-owned facilities occupied entirely or partially by UI staff.

Row 54 – Column C - Enter the number of square feet charged to the UI Program in agency or state-owned facilities.

Row 54 – Column D –Calculate the cost per square foot charged to the UI Program in agency or state-owned facilities.

Row 55 – Column B - Enter the number of leased facilities occupied entirely or partially by UI staff.

Row 55 – Column C – Enter the number of square feet charged to the UI program in leased facilities.

Row 55 – Column D – Calculate the cost per square foot charged to the UI program in leased facilities.

RJM-2-AB NON-PERSONAL SERVICES – ABOVE BASE NPS

Purpose:

This worksheet is used to estimate above-base resource for levels above the contingency reserve trigger. Each state should anticipate operating in the Request Fiscal Year with NPS funds supplied from base, which includes non-traditional sources and approved PCI requests.

Data Source:

Each state should estimate its prospective needs by category under various above-base workload scenarios.

Supporting Documentation Requirements:

Each NPS category will require information detailing the subcategories included in the above base request. It is reasonable to expect each state will have its own unique needs by category for various percentage increases above the base.

Procedures:

All entries, which represent estimated above base NPS dollars, apply to the Request Fiscal Year. The columns are distinguished by percentage assumptions of above base workload.

Column B (10 Percent Above Base)

Row 12 – Enter the additional communications NPS needed for a workload level that is 10% above base.

Row 14 – Enter the additional facilities NPS needed for a workload level 10% above base.

Row 16 – Enter the additional computer services NPS needed for a workload level 10% above base.

Row 18 – Enter the additional travel NPS needed for a workload level 10% above base.

Row 20 – Enter the additional non-ADP office equipment NPS needed for a workload level 10% above base.

Row 22 – Enter the additional supplies NPS needed for a workload level 10% above base.

Row 24 – Enter the additional personal service contracts NPS needed for a workload level 10% above base.

Row 26 – Enter the additional state indirect NPS needed for a 10% workload increase over base.

Row 28 – Enter the additional postage NPS needed for a workload level above base.

Row 30 – Enter the additional miscellaneous NPS needed for a workload level 10% above base

Row 32 – The system sums the 10% above-base requirements for NPS categories.

Column C (20 Percent Above Base):

Row 12 – Enter the additional communications NPS needed for a workload level 20% above base.

Row 14 – Enter the additional facilities NPS needed for a workload level 20% above base.

Row 16 – Enter the additional computer services NPS needed for a workload level 20% above base.

Row 18 – Enter the additional travel NPS needed for a workload level 20% above base.

Row 20 – Enter the additional non-ADP office equipment NPS needed for a workload level 20% above base.

Row 22 – Enter the additional supplies NPS needed for a workload level 20% above base.

Row 24 – Enter the additional personal service contracts NPS needed for a workload level 20% above base.

Row 26 – Enter the additional state indirect NPS needed for workload level 20% above base.

Row 28 – Enter the additional postage NPS needed for a workload level 20% above base.

Row 30 – Enter the additional miscellaneous NPS needed for a workload level 20% above base.

Row 32 – The system sums the 20% above base requirements for NPS categories.

Column D (30 Percent Above Base):

Row 12 – Enter the additional communications NPS needed for a workload level 30% above base.

Row 14 – Enter the additional facilities NPS needed for a workload level 30% above base.

Row 16 – Enter the additional computer services NPS needed for a workload level 30% above base.

Row 18 – Enter the additional travel NPS needed for a workload level 30% above base.

Row 20 – Enter the additional non-ADP office equipment NPS needed for a workload level 30% above base.

Row 22 – Enter the additional supplies NPS needed for a workload level 30% above base.

Row 24 – Enter the additional personal service contracts NPS needed for a workload level 30% above base.

Row 26 – Enter the additional state indirect NPS needed for a workload level 30% above base.

Row 28 - Enter the additional postage NPS needed for a workload level 30% above base.

Row 30 – Enter the additional miscellaneous NPS needed for a workload level 30% above base.

Row 32 – The system sums the 30% above base requirements for NPS categories.

Column E (40 Percent Above Base)

Row 12 – Enter the additional communications NPS needed for a workload level 40% above base.

Row 14 – Enter the additional facilities NPS needed for a workload level 40% above base.

Row 16 – Enter the additional computer services NPS needed for a workload level 40% above base.

Row 18 – Enter the additional travel NPS needed for a workload level 40% above base.

Row 20 – Enter the additional non-ADP office equipment NPS needed for a workload level 40% above base.

Row 22 – Enter the additional supplies NPS needed for a workload level 40% above base.

Row 24 –Enter the additional personal service contract NPS needed for a workload level 40% above base.

Row 26 – Enter the additional state indirect NPS needed for a workload level 40% above base.

Row 28 – Enter the additional postage NPS needed for a workload level 40% above base.

Row 30 – Enter the additional miscellaneous NPS needed for a workload level 40% above base.

Row 32 – The system sums the additional 40% above base requirements for NPS categories.

RJM-3 WORKLOAD

Purpose:

This worksheet provides historical data and projections for UI workload. The worksheet includes the six major workload items (also referred to as broadband activities). The workload information will be used in the following worksheets: RJM-4-IC through RJM-4-TAX, Minutes Per Unit, Initial Claims through Tax; RJM-5-MPU Position Requirements; and in the RJM-6-RQ-P General – Detail of Positions Requested.

Data Source:

For the Previous Year, the data will be obtained from the following federally required reports.

- ETA- 5159 – Claims and Payment Activities;
- ETA- 207 – Non-Monetary Determination Activities;
- ETA- 5130 – Benefit Appeals Report; and,
- ETA- 581 – Contribution Operations.

OWS will provide the workload data for the Current, Next, and Request Years.

Supporting Documentation Requirements:

None

Procedures:

Follow the instructions by row for each of the four columns.

Column B (Previous Year):

Row 12 - Enter the total Initial Claims workload for the 12-month period, October through September, for the Previous Year from the ETA 5159, Columns 2, 3, 5, & 7; Rows 101 through 103.

Row 14 – Enter the total Weeks Claimed for the 12-month period, October through September, for the Previous Year from the ETA 5159, Columns 10 & 12; Rows 201 through 203.

Row 16 – Enter the total Non-Monetary Determinations for the 12-month period, October through September, for the Previous Year from the ETA 207, Column 1, Rows 101, 103, and 105.

Row 18 – Enter the total Appeals disposed for the 12-month period, October through September, for the Previous Year from the ETA 5130, Column 1-6, Row 100.

Row 20 – Enter the total Wage Records for the four quarters of the Previous Year from the ETA 581, Column 5 Row 101.

Row 22 – Enter the total Subject Employers reported for the quarter ending March 31 for the Previous Year from the ETA 581, Column 3, Row 101.

Column C (Current Year):

Row 12 – Enter the total base Initial Claims workload for the Current Fiscal Year from the Annual RJM Instructions.

Row 14 – Enter the total base Weeks Claimed workload for the Current Fiscal Year from the Annual RJM Instructions.

Row 16 – Enter the total base Non-Monetary Determinations workload for the Current Fiscal Year from the Annual RJM Instructions.

Row 18 – Enter the total base Appeals workload for the Current Fiscal Year from the Annual RJM Instructions.

Row 20 – Enter the total base Wage Records workload for the Current Fiscal Year from the Annual RJM Instructions.

Row 22 – Enter the total base Subject Employers workload for the Current Fiscal Year. Note: This is the only workload item that is not cumulative for the report period. If a complete year of data is available, the number of subject employers mid fiscal year (quarter ending March 31st report) should be used. If a complete fiscal year is not available, the report quarter closest to the March 31st report should be used

Column D (Next Year):

Row 12 – Enter the total base Initial Claims provided by OWS.

Row 14 – Enter the total base Weeks Claimed provided by OWS.

Row 16 – Enter the total base Non-Monetary Determinations provided by OWS.

Row 18 – Enter the total base Appeals provided by OWS.

Row 20 – Enter the total base Wage Records provided by OWS.

Row 22 – Enter the total base Subject Employers provided by OWS.

Column E (Request Year):

Row 12 – Enter the total base Initial Claims provided by OWS.

Row 14 – Enter the total base Weeks Claimed provided by OWS.

Row 16 – Enter the total base Non-Monetary Determinations provided by OWS.

Row 18 – Enter the total base Appeals provided by OWS.

Row 20 – Enter the total base Wage Records provided by OWS.

Row 22 – Enter the total base Subject Employers provided by OWS.

RJM-4 (IC, WC, APP, NMD, WR & TAX)

MINUTES PER UNIT (MPU)

Purpose:

These worksheets calculate the MPU values associated with UI workload broadband activities

Data Sources:

The time distribution reports that show hours, positions, and dollars worked by project and function.

RJM-1 Cost Per Position
RJM-3 Workload
RJM-4 Minutes Per Unit
RJM-5-LV Position Requirements

Supporting Documentation:

Copies of documents contracting with outside sources. States must provide an attachment with their basis for identifying and allocating costs contained in the contract.

Copies of Supplemental Budget Requests (SBRs) with SF 424's

Copies of PCI request with itemizations

Procedure:

These worksheets are completed in the same way as Section A, Program Staff Year Usage, of the quarterly UI-3 (ETA 2208A) report. The only difference is that RJM uses hours worked rather than staff year positions/full time equivalents (FTE's). If the source document only lists FTE positions, then multiply positions by the standard hours in the period to compute the hours worked.

The row directions are the same for each of the separate broadband activity worksheets unless indicated.

Column B (Previous Year):

Row 12 –Enter the hours worked for the workload activity from Time Distribution reports or the split charge portion of hours that are attributable to the workload activity if workload activities are not reported under separate codes. Provide supporting documentation.

Row 14 – The system imports workload data from the RJM-3 Workload worksheet.

Row 16 – The system calculates minutes per unit by multiplying the hours worked by 60, then dividing the result by the workload from Row 14.

Row 19 – Enter the total amount of personal services dollars paid to contractors for workload activity functions.

Row 20 – The system imports PS&PB cost per position from Row 46 of the Previous Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 – The system imports hours worked per position from Row 39 of the Previous Year Column of the RJM-5-LV Position Requirements - Leave Summary worksheet.

Row 22 – The system imports annualized workload from the RJM-3 Workload.

Row 23 – The system calculates contracted out MPU by dividing Row 19 (annual cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21 (hours worked per position), multiplied by 60, and divided by Row 22 (annualized workload).

Row 26 – Enter the YTD total amount of SBR dollars by functional activities for the Previous Year.

Row 27 – The system imports PS&PB cost per position from Row 20 above.

Row 28 – The system imports hours worked per position from Row 21 (hours worked per position) above.

Row 29 – The system imports annualized workload from Row 22 above.

Row 30 - The system calculates the SBR MPU value by dividing Row 26 (total SBR dollars) by Row 27 (PS&PB cost per position). The result is multiplied by Row 28 (hours worked per position), multiplied by 60, and divided by Row 29 (annualized workload).

Row 32 – The system calculates the MPU requirements by adding Row 16 (MPU/workload) to Row 23 (contracted out MPU) and subtracting Row 30 (SBR MPU values received).

Rows 49 through 51 –Tier I measures have not been established at this time. This is reserved for future expansion.

Column C (Current Year):

Row 12 – Enter the cumulative YTD hours worked for the workload activity from Time Distribution reports or the split charge portion of that are attributable to the workload activity if workload activities are not reported under separate codes. Supply Supporting documentation.

Row 13 (*Wage Record and Tax worksheets Only*) – YTD hours worked (Row 12) are annualized based on the number of months reported in the Startup worksheet. This is done for compatibility purposes because the Wage Record and Tax data is only available quarterly or annually, not monthly as with other workload activities.

Row 14 – Enter YTD broadband workload data: use ETA 5159 for Initial Claims and Claims Worked; ETA 207 for Non-Monetary Determination; ETA 5150 for Appeals; and ETA 581 for Wage Record and Tax functional activities. See RJM-3 Workload worksheet manual for workload definitions.

Row 16 – The system calculates minutes per unit workload by multiplying the hours worked by 60, then dividing the result by the workload from Row 14.

Row 19 – Enter the total amount of personal services dollars paid to contractors for workload activity functions.

Row 20 – The system imports PS&PB cost per position from Row 46 of the Current Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 – The system imports hours worked per position from Row 39 of the Current Year Column of the RJM-5-LV Position Requirements – Leave Summary worksheet.

Row 22 – The system imports annualized workload from the RJM-3 Workload worksheet for the functional activity.

Row 23 - The system calculates the contracted out MPU value by dividing Row 19 (cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21 (hours worked per position), multiplied by 60, and divided by Row 22 (annualized workload).

Row 26 – Enter the YTD total amount of SBR dollars by functional activity for the Current Year.

Row 27 – The system imports PS&PB cost per position from Row 20 above.

Row 28 – The system imports hours worked per position from Row 21 above.

Row 29 – The system imports annualized workload from Row 22 above.

Row 30 – The system calculates the SBR MPU value by dividing Row 26 (total SBR dollars) by Row 27 (PS&PB cost per position). The result is multiplied by Row 28 (hours worked per position), multiplied by 60, and divided by Row 29 (annualized workload).

Row 32 – The system calculates the MPU requirements by adding Row 16 (MPU workload) to Row 23 (contracted out MPU) and subtracting Row 30 (SBR MPU values received).

Row 44 – The system imports MPU requirements from Row 32 above.

Rows 49 through 51 – Tier I measures have not been established at this time. This is setup for future expansions.

Column D (Next Year):

Row 16 – The system imports MPU workload from Current Year Column, Row 16.

Row 19 - Enter the total amount of personal services dollars budgeted to be paid to contractors for workload activity functions for the Next Fiscal Year.

Row 20 – The system imports PS&PB cost per position from Row 46 of the Next Fiscal Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 – The system imports hours worked per position from Row 39 (hours worked per position) of the Next Fiscal Year Column of the 5-LV Position Requirements – Leave Summary worksheet.

Row 22 – The system imports annualized workload from the RJM-3 Workload worksheet for the functional activity.

Row 23 – The system calculates the contracted out MPU values by dividing Row 19 (annual cost of contracted out services) by Row 20 (PS&PB cost per position). The result is multiplied by Row 21, multiplied by 60, and divided by Row 22 (annualized workload).

Row 32 – The system calculates MPU requirements by adding Row 16 (MPU workload) to Row 23 (contracted out MPU) and subtracting Row 30 (SBR MPU values received).

Rows 36 through 40 – Enter Performance and Capital Investment (PCI) request figures for the Next Fiscal Year.

Row 42 – The system sums the net of PCI requests for the Next Year.

Row 44 – The system adds Row 32 (MPU requirements) and Row 42 (MPU investments).

Row 49-51 – Tier I measures have not been established at this time. This is setup for future expansions.

Column E (Request Year):

Row 16 – The system imports MPU workload from the Current Year Column, Row 16.

Row 19 – Enter the total amount of personal services dollars projected to be paid to contractors for workload activity functions, and provide Supporting documentation.

Row 20 – The system imports PS&PB cost per position from Row 46 of the Request Year Column of the RJM-1 Cost Per Position worksheet for the functional activity.

Row 21 – The system import hours worked per position from Row 39 (hours worked per position) of the RJM-5-LV Position Requirements – Leave Summary worksheet.

Row 22 – The system imports annualized workload from the RJM-3 Workload worksheet for the functional activity.

Row 23 - The system calculates contracted out MPU values by dividing Row 19 (annual cost of contracted out services) divided by Row 20 (PS&PB cost per position). The result is multiplied

by Row 21 (hours worked per position), multiplied by 60, and divided by Row 22 (annualized workload).

Row 32 – The system calculates MPU requirements by adding Row 16 (MPU workload) to Row 23 (contracted MPU value) and subtracting Row 30 (SBR MPU values received).

Rows 36 through 40 – Enter PCI request figures for the Request Year.

Row 42 – The system sums the net of PCI requests for the Request Year.

Row 44 –The system adds Row 32 (MPU requirements) and Row 42 (MPU investments).

Rows 49 through 51 – Tier I measures have not been established at this time. This is setup for future expansions.

**RJM-4-CMP-S
MPU COMPARISON
BROADBAND LEVEL STUDIED/UTILIZED**

Purpose:

This worksheet compares the Cost Model MPU values with the used or requested values.

Data Source:

OWS will provide the data for the weighted average broadband Cost Model MPU values for each state in annual guidance. The used MPU values are linked from the RJM-4 worksheets for the corresponding functional activity codes.

Supporting Documentation Requirements:

None required

Procedures:

Enter the Cost Model MPU value from the annual guidance.

Column B (Studied MPU):

Rows 14 through 24 (Previous Year) – Enter Cost Model MPU value.

Rows 34 through 44 (Current Year) – The system imports Cost Model MPU data from Rows 14 through 24 (Previous Year) above.

Rows 54 through 64 (Next Year) – The system imports Cost Model MPU data from Rows 14 through 24 (Previous Year) above.

Rows 74 through 84 (Request Year) – The system imports Cost Model MPU data from Rows 14 through 24 (Previous Year) above.

Column C (Utilized MPU):

Rows 14 through 24 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Previous Year.

Rows 34 through 44 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Current Year.

Rows 54 through 64 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Next Year.

Rows 74 through 84 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Request Year.

Column D (Difference):

Rows 14 through 24 – The system calculates the difference between the Cost Model MPU value and the used MPU value for the Previous Year.

Rows 34 through 44 – The system calculates the difference between the Cost Model MPU value and the used MPU value for the Current Year.

Rows 54 through 64 – The system calculates the difference between the Cost Model MPU value and the used MPU value for the Next Year.

Rows 74 through 84 – The system calculates the difference between the Cost Model MPU value and the used MPU value for the Request Year.

Column E (Percent Utilized):

Rows 14 through 24 – The system calculates as a percentage the ratio of used MPU value to Cost Model MPU value for the Previous Year.

Rows 34 through 44 – The system calculates as a percentage the ratio of used MPU value to Cost Model MPU value for the Current Year.

Rows 54 through 64 – The system calculates as a percentage the ratio of used MPU value to Cost Model MPU value for the Next Year.

Rows 74 through 84 – The system calculates as a percentage the ratio of used MPU value to Cost Model MPU value for the Request Year.

RJM- 4-CMP-F
MPU COMPARISON
BROADBAND LEVEL FUNDED/UTILIZED

Purpose:

This worksheet compares the funded MPU values with the used MPU values.

Data Source:

The data for the funded MPU values are contained in Previous Year's Annual RJM Instructions. The used MPU values are imported from the RJM-4 worksheets for the corresponding functional activity codes.

Supporting Documentation Requirements:

None required

Procedures:

Enter the funded MPU value from budget allocations.

Column B (Funded MPU):

Rows 14 through 24 – Enter funded MPU values for the Previous Year

Rows 34 through 44 – Enter funded MPU values for the Current Year

Column C (Utilized MPU):

Rows 14 through 24 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Previous Year.

Rows 34 through 44 – The system imports used MPU values from the corresponding functional activity worksheet of RJM-4 Minutes Per Unit for the Current Year.

Column D (Difference):

Rows 14 through 24 – The system calculates the difference between the funded MPU values and the used MPU values for the Previous Year.

Rows 34 through 44 – The system calculates the difference between the funded MPU values and the used MPU values for the Current Year.

Column E (Percent Utilized) :

Rows 14 through 24 – The system calculates as a percentage the ratio of used MPU values to funded MPU values for the Previous Year.

Rows 21 through 31 – The system calculates as a percentage the ratio of used MPU values to funded MPU values for the Current Year.

RJM-5-LV POSITION REQUIREMENTS - LEAVE SUMMARY

Purpose:

This worksheet calculates leave hours and hours worked per position.

Data Source:

Time distribution reports

Supporting Documentation Requirements:**Procedures:****Column B (Previous Year):**

Row 12 – The system imports the standard hours paid per position for the Previous Year from the Startup worksheet.

Row 14 – Enter the total hours paid for all functional activity codes.

Row 22 – Enter the total hours of leave for all functional activity codes.

Row 32 – The system imports total hours leave from Row 22.

Row 35 – The system calculates hours worked by subtracting Row 32 (total leave hours) from Row 14 (total hours paid YTD).

Row 39 – The system calculates hours worked per position by multiplying Row 12 (hours paid per position) by Row 35 (total hours worked) divided by Row 14 (total hours paid YTD).

Column C (Current Year):

Row 12 – The system imports the standard hours paid per position for the Current Year from the Startup worksheet.

Row 14 – Enter the total hours paid year-to-date for all functional activity codes.

Row 16 – The system imports the number of months reported in the Current Year from Startup worksheet.

Row 18 – The system calculates a straight-line projection of hours paid for one year by dividing Row 14 (total hours paid YTD) by Row 16 (months reported YTD) and multiplying the result by 12.

Row 22 – Enter the YTD leave hours for all functional activity codes.

Row 23 – The system calculates a straight-line projection of leave hours for one year by dividing Row 22 (total leave YTD) by Row 16 (months reported YTD) and multiplying the result by 12.

Rows 27 through 29 – Enter documented (e.g., legislatively approved budget) leave increases or decreases per position directly charged to the UI Grant.

Indicate the effective date in the description and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases or decreases, enter the total on Row 29 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 32 – The system calculates total hours leave by adding the data from Rows 24 through 31 (documented increases or decreases per position) for the Current Year.

Row 35 – The system calculates hours worked by subtracting Row 32 (hours leave) from Row 18 (straight-line total projected hours) for the Current Year.

Row 39 – The system calculates hours worked per position by multiplying Row 12 (hours paid per position) by Row 35 (total hours worked) divided by Row 18 (straight-line total projected hours).

Column D (Next Year):

Row 12 – The system imports the standard hours paid per position for the Next Fiscal Year from the Startup worksheet.

Row 24 – The system calculates projected leave per position by dividing Row 32 (Current Year total leave hours) by Row 18 (straight-line total projected hours). The result is multiplied by Row 12 (hours paid per position in the Next Year).

Rows 27 through 29 – Enter documented (e.g., legislatively approved budget) leave increases or decreases per position directly charged to the UI Grant.

Indicate the effective date in the description, and pro-rate increases that take effect after the beginning of the year.

If there are more than three increases or decreases, enter the total on Row 29 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 32 – The system calculates total hours leave by adding the data from Rows 24 (projected leave per position), and Rows 27 through 29 (documented leave increases or decreases per position) for the Next Year.

Row 39 – The system calculates hours worked per position by subtracting Row 32 (total hours leave) from Row 12 (hours paid per position).

Column E (Request Year):

Row 12 – The system imports standard hours per position for the Request Year from the Startup worksheet.

Row 24 – The system calculates projected leave per position by dividing Row 32 (Current Year total leave hours) by Row 18 (straight-line total projected hours). The result is multiplied by Row 12 (hours paid per position in the Request Year).

Rows 27 through 29 – Enter documented (e.g., legislatively approved budget) leave increases or decreases per position directly charged to the UI Grant.

Indicate the effective date in the description and prorate increases that take effect after the beginning of the year. If there are more than three increases or decreases, enter the total on Row 29 and explain in the narrative. Do not add additional rows to the spreadsheet.

Row 32 – The system calculates total hours leave by adding data from Rows 24 (projected leave per position) and Rows 27 through 29 (documented leave increases or decreases per position) for the Next Year.

Row 39 – The system calculates hours worked per position by subtracting Row 32 (total hours leave) from Row 12 (hours paid per position).

RJM-5-MPU POSITION REQUIREMENTS – WORKLOAD ITEMS

Purpose:

This worksheet calculates positions for claims and employer activities based on states' workloads, MPU values, and work hours. The six major workload items are included on the worksheet. The formula is $(\text{Workload} * \text{MPU}) / (\text{hours worked per position} * 60)$.

Data Source:

The data for this worksheet is imported from the RJM-3 Workload, the RJM-4 Minutes Per Unit and the RJM-5-LV Position Requirements worksheets. These worksheets must be completed prior to the RJM-5-MPU calculating the positions required.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet is imported from previously completed worksheets.

Column B (Previous Year):

Row 12 – The system imports hours worked per position from the Row 39, Previous Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 – The system imports Initial Claims MPU value from Row 32, Previous Year Column of the RJM-4-IC worksheet.

Row 16 – The system imports Initial Claims workload from Row 12, Previous Year Column of the RJM-3 Workload worksheet.

Row 17 – The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 – The system imports Weeks Claimed MPU value from Row 32, Previous Year Column of the RJM-4-WK worksheet.

Row 21 – The system imports Weeks Claimed workload from Row 32, Previous Year Column of the RJM-4-WK worksheet.

Row 22 – The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 – The system imports Non-Monetary Determinations MPU value from Row 32, Previous Year Column of the RJM-4-NMD worksheet.

Row 26 – The system imports Non-Monetary Determinations workload from the Row 16, Previous Year Column of the RJM-3 Workload worksheet.

Row 27 – The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 – The system imports Appeals MPU value from Row 32, Previous Year Column of the RJM-4-APP worksheet.

Row 31 – The system imports Appeals workload from Row 18, Previous Year Column of the RJM-3 Workload worksheet.

Row 32 – The system calculates appeal positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 – The system imports Wage Records MPU value from Row 32, Previous Year Column of the RJM-4-WR worksheet.

Row 36 – The system imports Wage Records workload from Row 20, Previous Year Column of the RJM-3 Workload worksheet.

Row 37 – The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 – The system imports Tax MPU value from Row 32, Previous Year Column of the RJM-4-TAX worksheet.

Row 41 – The system imports Tax workload from Row 22, Previous Year Column of the RJM-3 Workload worksheet.

Row 42 – The system calculates Tax positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 – The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Previous Year.

Column C (Current Year):

Row 12 – The system imports hours worked per position from Row 39, Current Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 – The system imports Initial Claims MPU value from Row 32, Current Year Column of the RJM-4-IC worksheet.

Row 16 – The system imports Initial Claims workload from Row 12, Current Year Column of the RJM-3 Workload worksheet.

Row 17 – The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 – The system imports Weeks Claimed MPU value from Row 32, Current Year Column of the RJM-4-WK worksheet.

Row 21 – The system imports Weeks Claimed workload from Row 14, Current Year Column of the RJM-3 Workload worksheet.

Row 22 – The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 – The system imports Non-Monetary Determinations MPU value from Row 32, Current Year Column of the RJM-4-NMD worksheet.

Row 26 – The system imports Non-Monetary Determinations workload from Row 16, Current Year Column of the RJM-3 Workload worksheet.

Row 27 – The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 – The system imports Appeals MPU value from Row 32, Current Year Column of the RJM-4-APP worksheet.

Row 31 – The system imports Appeals workload from Row 18, Current Year Column of the RJM-3 Workload worksheet.

Row 32 – The system calculates Appeals positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 – The system imports Wage Records MPU value from Row 32, Current Year Column of the RJM-4-WR worksheet.

Row 36 – The system imports Wage Records workload from Row 20, Current Year Column of the RJM-3 Workload worksheet.

Row 37 – The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 – The system imports Tax MPU value from Row 32, Current Year Column of the RJM-4-TAX worksheet.

Row 41 – The system imports Tax workload from Row 22, Current Year Column of the RJM-3 Workload worksheet.

Row 42 – The system calculates Tax positions by multiplying Row 40 (MPU) by Row 41 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 – The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Current Year.

Column D (Next Year):

Row 12 – The system imports hours worked per position from Row 39, Next Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 – The system imports Initial Claims MPU value from Row 32, Next Year Column of the RJM-4-IC worksheet.

Row 16 – The system imports Initial Claims workload from Row 12, Next Year Column of the RJM-3 Workload worksheet.

Row 17 – The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 – The system imports Weeks Claimed MPU value from Row 32, Next Year Column of the RJM-4-WK worksheet.

Row 21 – The system imports Weeks Claimed workload from Row 14, Next Year Column of the RJM-3 Workload worksheet.

Row 22 – The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 – The system imports Non-Monetary Determinations MPU value from Row 32, Next Year Column of the RJM-4-NMD worksheet.

Row 26 – The system imports Non-Monetary Determinations workload from Row 16, Next Year Column of the RJM-3 Workload worksheet.

Row 27 – The system calculates Non-Monetary Determinations positions by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 – The system imports Appeals MPU value from Row 32, Next Year Column of the RJM-4-APP worksheet.

Row 31 – The system imports Appeals workload from Row 18, Next Year Column of the RJM-3 Workload worksheet.

Row 32 – The system calculates Appeals positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 – The system imports Wage Records MPU value from Row 32, Next Year Column of the RJM-4-WR worksheet.

Row 36 – The system imports Wage Records workload from Row 20, Next Year Column of the RJM-3 Workload worksheet.

Row 37 – The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 – The system imports Tax MPU value from Row 32, Next Year Column of the RJM-4-TAX worksheet.

Row 41 – The system imports Tax workload from Row 22, Next Year Column of the RJM-3 Workload worksheet.

Row 42 – The system calculates Tax positions by multiplying Row 40 (MPU) by Row 41 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 – The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Next Year.

Column E (Request Year):

Row 12 – The system imports hours worked per position from Row 39, Request Year Column of the RJM-5-LV Position Requirements worksheet.

Row 15 – The system imports Initial Claims MPU value from Row 32, Request Year Column of the RJM-4-IC worksheet.

Row 16 – The system imports Initial Claims workload from Row 12, Request Year Column of the RJM-3 Workload worksheet.

Row 17 – The system calculates Initial Claims positions by multiplying Row 15 (MPU) by Row 16 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 20 – The system imports Weeks Claimed MPU value from Row 32, Request Year Column of the RJM-4-WK worksheet.

Row 21 – The system imports Weeks Claimed workload from Row 14, Request Year Column of the RJM-3 Workload worksheet.

Row 22 – The system calculates Weeks Claimed positions by multiplying Row 20 (MPU) by Row 21 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 25 – The system imports Non-Monetary Determinations MPU value from Row 32, Request Year Column of the RJM-4-NMD worksheet.

Row 26 – The system imports Non-Monetary Determinations workload from Row 16, Request Year Column of the RJM-3 Workload worksheet.

Row 27 – The system calculates Non-Monetary Determinations by multiplying Row 25 (MPU) by Row 26 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 30 – The system imports Appeals MPU value from Row 32, Request Year Column of the RJM-4-APP worksheet.

Row 31 – The system imports Appeals workload from Row 18, Request Year Column of the RJM-3 Workload worksheet.

Row 32 – The system calculates Appeals positions by multiplying Row 30 (MPU) by Row 31 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 35 – The system imports Wage Records MPU value from Row 32, Request Year Column of the RJM-4-WR worksheet

Row 36 – The system imports Wage Records workload from Row 20, Request Year Column of the RJM-3 Workload worksheet.

Row 37 – The system calculates Wage Records positions by multiplying Row 35 (MPU) by Row 36 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 40 – The system imports Tax MPU value from Row 32, Request Year Column of the RJM-4-TAX worksheet.

Row 41 – The system imports Tax Workload from Row 22, Request Year Column of the RJM-3 Workload worksheet.

Row 42 – The system calculates Tax positions by multiplying Row 40 (MPU) by Row 41 (workload) and dividing by 60 times Row 12 (hours worked per position).

Row 46 – The system calculates total position requirements by adding position requirements for each functional activity calculated above for the Request Year.

**RJM- 5-BPC, RJM-5-UIP, RJM-5-SUP & RJM-5-AST
POSITION REQUIREMENTS
(FOR NON-WORKLOAD STAFF)**

Purpose:

These worksheets provide the usage data for the four non-workload related functional activities and calculate the positions required for the Next Fiscal Year and the Request Fiscal Year.

Data Source:

Cost Accounting System (CAS)

Financial Accounting and Reporting System (FARS)

Supporting Documentation Requirements:

Documents for contracting with outside sources and Supplemental Budget Requests (SBRs)

Procedures:

All costs for contracting with outside sources to perform Benefit Payment Control work activities should be combined and used for the worksheet. All SBRs for Benefit Payment Control activities should be combined and used as well. Figures should include all costs for the 12-month period, October through September.

Column B (Previous Year):

Row 12 – The system imports total positions paid YTD from Row 14, Previous Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 17 – Enter total annual cost of all contracted services dollars that relates to the functional activity code.

Row 18 – The system imports PS&PB cost per position from Row 46, Previous Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 – The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 22 – Enter the total of all Supplemental Budget Requests received for the corresponding functional activity code.

Row 23 – The system imports PS&PB cost per position from Row 18 above.

Row 24 – The system calculates additional positions by dividing Row 22 (total dollars SBR's) by Row 23 (PS&PB cost per position).

Row 26 – The system calculates total position requirements by adding Row 12 (total positions paid YTD) and Row 19 (contracted position equivalents) and subtracting Row 24 (SBR additional positions).

Column C (Current Year):

Row 12 – The system imports total positions paid YTD from Row 14, Current Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 17 – Enter total annual cost of all contracted services that relate to the functional activity code.

Row 18 – The system imports PS&PB cost per position from Row 46, Current Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 – The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 22 – Enter total of all Supplemental Budget Requests received for the corresponding functional activity code.

Row 23 – The system imports PS&PB cost per position from Row 18 above.

Row 24 – The system calculates additional positions by dividing Row 22 (cost of contracted services) by Row 23 (PS&PB cost per position).

Row 26 – The system calculates total position requirements by adding Row 12 (total positions paid YTD) and Row 19 (contracted position equivalents) and subtracting Row 24 (SBR additional positions).

Column D (Next Year):

Row 14 – The system imports straight-line projected positions from Row 12, Current Year Column.

Row 17 – Enter projected contracted costs for the corresponding functional activity for the Next Fiscal Year.

Row 18 – The system imports PS&PB cost per position is imported from Row 46, Next Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 – The system calculates position equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 26 – The system calculates total position requirements by adding Row 14 (straight-line projected positions) and Row 19 (contracted position equivalents).

Row 30-34 – Enter PCI request figures for the corresponding functional activity for the Next Fiscal Year.

Row 36 – The system calculates position investments requested by summing Rows 30 through 35 for the Next Fiscal Year.

Row 38 – The system calculates position requirements plus investments by adding Row 26 (total position requirements) and Row 36 (position investments required).

Row 43-45 – Tier I measures have not been established at this time. This is setup for future expansion.

Column E (Request Year):

Row 14 –The system imports straight-line projected positions from Row 12, Next Year Column.

Row 17 – Enter projected contracted costs for the corresponding functional activity for the Request Year.

Row 18 – The system imports PS&PB cost per position is imported from Row 46, Request Year Column of the RJM-1 Cost Per Position worksheet for the corresponding functional activity.

Row 19 – The system calculates positions equivalents by dividing Row 17 (cost of contracted services) by Row 18 (PS&PB cost per position).

Row 26 – The system calculates total position requirements by adding Row 14 (straight-line projected positions) and Row 19 (contracted position equivalents).

Rows 30 through 34 – Enter PCI request figures for the corresponding functional activity for the Request Year.

Row 36 – The system calculates position investments requested by summing Rows 30 through 35 for the Request Year.

Row 38 – The system calculates position requirements plus investments by adding Row 26 (total position requirements) and Row 36 (position investments required).

Rows 43 through 45 – Tier I measures have not been established at this time. This is setup for future expansion.

RJM-5 POSITION REQUIREMENTS – POSITION SUMMARY

Purpose:

This worksheet summarizes all the positions required by functional activity code, giving the total position requirements for the program excluding PCI's.

Data Source:

All data is derived from other worksheets.

Position Requirements worksheets:

5-LV

5-MPU

5-BPC

5-UIP

5-SUP

5-AST

Supporting Documentation Requirements:

None.

Procedures:

All information is populated from the data on the other Position Requirements worksheets.

Column B (Previous Year):

Row 12 – The system sums all of the UI Program positions on Rows 14 through 27.

Row 14 – The system imports Initial Claims MPU value from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 – The system imports Weeks Claimed MPU value from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 – The system imports Non Monetary Determination MPU value from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 – The system imports Appeals MPU value from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 – The system imports Wage Records MPU value from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 – The system imports Tax MPU value from Row 42 of the 5-MPU Position Requirements worksheet.

Row 23 – The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 25 – The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 27 – The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 33 – The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 39 – The system calculates total position requirements by adding Rows 14 through 33 for UI Program positions plus AS&T positions.

Column C (Current Year):

Row 12 – The system sums all of the UI Program positions on Rows 14 through 27.

Row 14 – The system imports Initial Claims MPU value from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 – The system imports Weeks Claimed MPU value from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 – The system imports Non Monetary Determination MPU value from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 – The system imports Appeals MPU value from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 – The system imports Wage Records MPU value from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 – The system imports Tax MPU value from Row 42 of the 5-MPU Position Requirements worksheet.

Row 23 – The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 25 – The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 27 – The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 33 – The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 39 – The system calculates total position requirements by adding Rows 14 through 33 for the UI Program positions plus AS&T positions.

Column D (Next Year):

Row 12 – The system sums all of the UI Program positions on Rows 14 through 27.

Row 14 – The system imports Initial Claims MPU value from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 – The system imports Weeks Claimed MPU value from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 – The system imports Non Monetary Determination MPU value from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 – The system imports Appeals MPU value from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 – The system imports Wage Records MPU value from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 – The system imports Tax MPU value from Row 42 of the 5-MPU Position Requirements worksheet.

Row 23 – The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 25 – The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 27 – The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 33 – The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 39 – The system calculates total position requirements by adding Rows 14 through 33 for the UI Program positions plus AS&T positions.

Column E (Request Year):

Row 12 – The system sums all of the UI Program positions on Rows 14 through 27.

Row 14 – The system imports Initial Claims MPU value from Row 17 of the 5-MPU Position Requirements worksheet.

Row 15 – The system imports Weeks Claimed MPU value from Row 22 of the 5-MPU Position Requirements worksheet.

Row 16 – The system imports Non Monetary Determination MPU value from Row 27 of the 5-MPU Position Requirements worksheet.

Row 17 – The system imports Appeals MPU value from Row 32 of the 5-MPU Position Requirements worksheet.

Row 18 – The system imports Wage Records MPU value from Row 37 of the 5-MPU Position Requirements worksheet.

Row 19 – The system imports Tax MPU value from Row 42 of the 5-MPU Position Requirements worksheet.

Row 23 – The system imports Benefit Payment Control position requirement from Row 26 of the 5-BPC Position Requirements worksheet.

Row 25 – The system imports UI PERFORMS positions requirement from Row 26 of the 5-UIP Position Requirements worksheet.

Row 27 – The system imports Support positions requirement from Row 26 of the 5-SUP Position Requirements worksheet.

Row 33 – The system imports AS&T positions requirement from Row 26 of the 5-AST Position Requirements worksheet.

Row 39 – The system calculates total position requirements by adding Rows 14 through 33 for the UI Program positions plus AS&T positions.

RJM- 6-SUM-F\$ FUNDING – EXPENSE SUMMARY

Purpose:

This worksheet summarizes the dollars the states estimate they will receive, based on the amount of dollars requested in the RJM, the estimated dollars they will receive through the above base funding process, and other anticipated dollars.

Data Source:

The data for this worksheet will be derived from states' accounting records, the previously prepared RJM documents, and estimated above base funding.

Supporting Documentation Requirements:

Copies of all documents used in preparing the RJM-6-SUM-F\$. Include SF-269 for September 30 for the Previous Year. Include the SF 424 for all SBRs excluding postage.

Procedures:

The states will estimate above base earnings for each quarter not completed. The MPU values, cost per position, base workload, etc. for the Current Year will be based on the budget allocations that have been provided for the Current Year. The workloads for the Next and Request Years will be the total workloads estimated by the State for each quarter less the base workloads assigned by OWS. States will distribute the annualized workload to each quarter. The MPU values for the Next Year and the Request Year will be based on the MPU values from the RJM-4's Row 32. The cost per position will be based on the RJM-1-AB, Row 15, Column E.

Column B (Previous Year):

Row 13 - Enter the amount of unexpended prior year UI federal obligational authority that the state had available at the beginning of the fiscal year. SF-269 as of September 30.

Row 14 – Enter the amount of base funding received for the Previous Year.

Row 15 – Enter the amount of above base funds received for the first quarter of the Previous Year.

Row 16 – Enter the amount of above base funds received for the second quarter of the Previous Year.

Row 17 – Enter the amount of above base funds received for the third quarter of the Previous Year.

Row 18 – Enter the amount of above base funds received for the fourth quarter of the Previous Year.

Row 19 – Enter the amount of all Automation Grants (including telephone and Internet grants) received for the Previous Year.

Row 20 – Enter the amount of Supplemental Budget Request (SBR) funding received for the Previous Year excluding postage SBR's.

Rows 23 through 24 – Enter the amount of all other grants received for the Previous Year.

Row 25 – The system calculates the total of all federal dollars available for the Previous Year by adding Rows 13 through 24.

Row 28 – Enter the amount of all penalty and interest dollars expended for UI Program administration for the Previous Year.

Row 29 – Enter the amount of all state general fund dollars expended for UI Program administration for the Previous Year.

Row 30 – Enter the amount of all administrative tax revenue dollars expended for UI Program administration for the Previous Year.

Rows 32 through 33 – Enter the amount of all other state dollars expended for UI Program administration for the Previous Year.

Row 34 – The system calculates the total of all state dollars expended for UI Program administration for the Previous Year by adding Rows 28 through 33.

Row 36 – The system calculates the total of all federal funds available and state dollars expended for UI Program administration for the Previous Year by adding Rows 25 and 34.

Row 39 – The system imports total PS&PB cost from Row 32 of the RJM-1-SUM (PS&PB Cost) worksheet.

Row 40 – The system imports total non-personal service costs from Row 50 of the RJM-2 (Non-Personal Services) worksheet.

Row 41 – The system calculates total expenditures by adding Rows 39 through 40.

Row 43 – The system calculates the difference in total funds and total expenditures by subtracting Row 41 from Row 36.

Column C (Current Year):

Row 13 – The system imports Row 43 (balance) from the Previous Year as the beginning balance for the Current Year.

Row 14 – Enter the amount of base funding received for the Current Year.

Row 15 – Enter the amount of above base funds earned for the first quarter of the Current Year.

Row 16 – Enter the amount of above base funds projected for the second quarter of the Current Year.

Row 17 – Enter the amount of above base funds projected for the third quarter of the Current Year.

Row 18 – Enter the amount of above base funds projected for the fourth quarter of the Current Year.

Row 19 – Enter the amount of all Automation Grants (including telephone and Internet grants) projected for the Current Year.

Row 20 – Enter the amount of Supplemental Budget Request (SBR's) funding projected for the Current Year excluding postage SBR's.

Rows 23 through 24 – Enter the amount of all other grants projected for the Current Year.

Row 25 – The system calculates the total of all federal dollars available for the Current Year by adding Rows 13 through 23.

Row 28 – Enter the estimated amount of all penalty and interest dollars to be expended for UI Program administration for the Current Year.

Row 29 – Enter the estimated amount of all state general fund dollars to be expended for UI Program administration for the Current Year.

Row 30 – Enter the estimated amount of all administrative Tax revenue dollars to be expended for UI Program administration for the Current Year.

Rows 32 through 33 – Enter the estimated amount of all other state dollars to be expended for UI Program administration for the Current Year.

Row 34 – System calculates the total of all state dollars projected to be expended for UI Program administration for the Current Year by adding Rows 28 through 33.

Row 36 – The system calculates the total of all federal funds available and state dollars projected to be expended for UI Program administration for the Current Year by adding Rows 25 and 34.

Row 39 – The system imports total PS&PB cost from Row 32 of the RJM-1-SUM (PS&PB Cost) worksheet.

Row 40 – The system imports total non-personal service costs from Row 50 of the RJM-2 (Non-Personal Services) worksheet.

Row 41 – The system calculates total expenditures by adding Rows 39 through 40.

Row 43 – The system calculates the difference in total funds and total expenditures by subtracting Row 41 from Row 36.

Column D (Next Year):

Row 13 – The system imports Row 43 (balance) from the Current Year as the beginning balance for the Next Year.

Row 14 – Enter the amount of base funding requested for the Next Year.

Row 15 – Enter the amount of above base funds projected for the first quarter of the Next Year.

Row 16 – Enter the amount of above base funds projected for the second quarter of the Next Year.

Row 17 – Enter the amount of above base funds projected for the third quarter of the Next Year.

Row 18 – Enter the amount of above base funds projected for the fourth quarter of the Next Year.

Row 19 – Enter the amount of all Automation Grants (including telephone and Internet grants) projected for the Next Year.

Row 20 – Enter the amount of Supplemental Budget Request (SBR) funding projected for the Next Year excluding postage SBR's.

Rows 23 through 24 – Enter the amount of all other grants projected for the Next Year.

Row 25 – The system calculates the total of all federal dollars available for the Next Year by adding Rows 13 through 24.

Row 28 – Enter the estimated amount of all penalty and interest dollars to be expended for UI Program administration for the Next Year.

Row 29 – Enter the estimated amount of all state general fund dollars to be expended for UI Program administration for the Next Year.

Row 30 – Enter the estimated amount of all administrative tax revenue dollars to be expended for UI Program administration for the Next Year.

Rows 32 through 33 – Enter the estimated amount of all other state dollars to be expended for UI Program administration for the Next Year.

Row 34 – The system calculates the estimated total of all state dollars to be expended for UI Program administration for the Next Year by adding Rows 28 through 33.

Row 36 – The system calculates the total of all federal funds requested and estimated state dollars to be expended for UI Program administration for the Next Year by adding Row 25 and Row 34.

Row 39 – The system imports total PS&PB cost from Row 32 of the RJM-1-SUM (PS&PB Cost) worksheet.

Row 40 – The system imports total non-personal service costs from Row 50 of the RJM-2 (Non-Personal Services) worksheet.

Row 41 – The system calculates projected total expenditures by adding Rows 39 through 40.

Row 43 – The system calculates the difference in total projected funds and total projected expenditures by subtracting Row 41 from Row 36.

Column E (Request Year):

Row 13 – The system imports Row 43 (balance) from the Next Year to as beginning balance for the Request Year.

Row 14 – Enter the amount of base funding requested for the Request Year.

Row 15 – Enter the amount of above base funds projected for the first quarter of the Request Year.

Row 16 – Enter the amount of above base funds projected for the second quarter of the Request Year

Row 17 – Enter the amount of above base funds projected for the third quarter of the Request Year

Row 18 – Enter the amount of above base funds projected for the fourth quarter of the Request Year

Row 19 – Enter the amount of all Automation Grants (including telephone and Internet grants) projected for the Request Year.

Row 20 – Enter the amount of Supplemental Budget Request (SBR) funding projected for the Request Year excluding postage SBR's.

Rows 23 through 24 – Enter the amount of all other grants projected for the Request Year.

Row 25 – The system calculates the total of all federal dollars available for the Request Year by adding Rows 13 through 24.

Row 28 – Enter the estimated amount of all penalty and interest dollars to be expended for UI Program administration for the Request Year.

Row 29 – Enter the estimated amount of all state general fund dollars to be expended for UI Program administration for the Request Year.

Row 30 – Enter the estimated amount of all administrative tax revenue dollars to be expended for UI Program administration for the Request Year.

Rows 32 through 33 – Enter the estimated amount of all other state dollars to be expended for UI Program administration for the Request Year.

Row 34 – The system calculates the estimated total of all state dollars to be expended for UI Program administration for the Request Year by adding Rows 28 through 33.

Row 36 – The system calculates the total of all federal funds requested and estimated state dollars to be expended for UI Program administration for the Request Year by adding Row 25 and Row 34.

Row 39 – The system imports total PS&PB cost from Row 32 of the RJM-1-SUM (PS&PB Cost) worksheet.

Row 40 – The system imports total non-personal service costs from Row 50 of the RJM-2 (Non-Personal Services) worksheet.

Row 41 – The system calculates total projected expenditures by adding Rows 39 through 40.

Row 43 – The system calculates the difference in total projected funds and total projected expenditures by subtracting Row 41 from Row 36.

RJM-6-RQ BASE ALLOCATION REQUESTED

Purpose:

This worksheet summarizes the positions and dollars requested for the budget Request Year.

Data Source:

The data for this worksheet is imported from the RJM-1-Rates, RJM-1-Rate-AB, RJM-2, RJM-5-SUM and RJM 6RQ-\$ worksheets. These forms must be completed before the system can calculate the base allocation requested.

Supporting Documentation Requirements:

None required

Procedures:

The system automatically imports all information for the worksheet from previously completed worksheets.

Column B (Positions):

Row 10 – The system imports total UI positions from Row 21 of the RJM-6-RQ-\$ (Base Dollars Requested By Cost Code) worksheet.

Row 12 – The system imports AS&T positions from Row 23 the RJM-6-RQ-\$.

Row 17 – The system calculates total allocation request positions by adding Rows 10 through 16 (UI positions and AS&T positions).

Column C (Dollars):

Row 10 – The system imports total UI dollars from Row 21 of the RJM-6-RQ-\$ worksheet.

Row 12 – The system imports AS&T from Row 23 of the RJM-6-RQ-\$ worksheet.

Row 14 – The system imports non-personal services dollars from Row 25 of the RJM-6-RQ-\$ worksheet.

Row 17 – The system calculates the total allocation request dollars by adding Rows 10 through 16 (UI dollars, the total AS&T dollars and the total Non personal service dollars).

Row 25 – The system imports PS&PB cost per UI position from Row 12 of the RJM-1-RATES (PS&PB Cost Per Position) worksheet.

Row 27 – The system imports PS&PB cost per AS&T position from Row 33 of the RJM-1-RATES worksheet.

Row 29 – The system calculates NPS cost per position by dividing the total NPS requirements from Row 33, Request Year Column of the RJM-2 (Non Personal Services) worksheet by total position requirements from Row 39, Request Year Column of the RJM-5-SUM (Position Requirements) worksheet.

Row 31 – The system imports above base salary rate from Row 15, Weighted Rate Column of the RJM-1-RATE-AB worksheet.

RJM- 6-RQ-\$ BASE DOLLARS REQUESTED BY COST CODE

Purpose:

This worksheet summarizes the positions and dollars requested by functional activity code for the Request Year.

Data Source:

The system imports data for this worksheet from the RJM-1-Rates and the RJM-5-SUM and calculates total cost by functional activity code.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet is automatically imported from previously completed worksheets.

Column B (Positions):

Rows 11 through 19 – The system imports position requirements from RJM-5-SUM Position Requirements for the corresponding functional activity code.

Row 21 – The system calculates the total UI positions by adding Rows 11 through 19.

Row 23 – The system imports AS&T position requirements from Row 33 of the RJM-5-SUM worksheet.

Column C (PS&PB Cost Per Position):

Rows 11 through 19 – The system imports position requirements from RJM-1-RATES Summary - PS&PB Cost Per Position for the corresponding functional activity code.

Row 21 – The system calculates the average cost of a UI staff position by dividing total cost for UI positions (Column D) by the total UI positions (Column B).

Row 23 – The system imports AS&T PS&PB cost per position from Row 33 of RJM-1-RATES.

Column D (Total Cost):

Rows 11 through 19 – Each row multiplies positions (Column B) by PS&PB cost per position (Column C) for the corresponding functional activity code to calculate total dollars required.

Row 21 – The system calculates the total cost for the UI functional activity codes by adding Rows 11 through 19.

Row 23 – The system multiplies positions (Column B) by cost per position (Column C) for the AS&T functional activity code to calculate total AS&T dollars required for AS&T.

Row 25 – Total non-personal services is imported from Row 33 of RJM-2 Non-Personal Services.

Row 28 – The system calculates the total allocation dollars requested by adding Row 21 (total dollars for UI positions), Row 23 (total dollars for AS&T positions) and Row 25 (total dollars for non-personal services).

RJM- 6-RQ-P DETAIL OF POSITIONS REQUESTED

Purpose:

This worksheet summarizes the positions requested by functional activity code for the budget Request Year.

Data Source:

The system imports data for this worksheet from the RJM-3, RJM-4 series, and RJM-5-SUM worksheets and calculates total position by functional activity code.

Supporting Documentation Requirements:

None required

Procedures:

All of the information for the worksheet will automatically be imported from previously completed worksheets.

Column B (MPU):

Rows 12 through 15 – The system imports MPU values for claims activities from Row 32, Request Year Column of the RJM-4's (Minutes Per Unit) worksheets for the respective functional activity code.

Rows 20 through 21 – The system imports MPU values for employer activities from Row 32, Request Year Column of the RJM-4's worksheets for the respective functional activity code.

Column C (Workload):

Rows 12 through 15 – The system imports workload for benefits functions from Row 32, Request Year Column of the RJM-3 (Workload) for the corresponding functional activity code.

Rows 20 through 21 – The system imports workload for employer related functions from the Request Year Column of the RJM-3 (Workload) worksheet for the corresponding functional activity code.

Column D (Positions):

Rows 12 through 15 – The system imports position requirements from the Request Year Column of the RJM-5-SUM (Position Requirements) worksheet for the corresponding functional activity code.

Row 16 – The system calculates total benefits function positions by adding Rows 12 through 15.

Rows 19 through 22 – The system imports employer related functions positions from the Request Year Column of the RJM-5-SUM for the corresponding functional activity codes.

Row 23 – The system calculates employer related functions positions by adding Rows 19 through 22.

Row 25 – The system imports Support positions from Row 27, Request Year Column of the RJM-5-SUM worksheet.

Row 27 – The system calculates total positions requested by adding Row 16 (benefits functions positions), Row 23 (employer related functions positions) and Row 25 (Support positions).

RJM- 6-CMP-P COMPARISON – CURRENT YEAR POSITIONS TO POSITIONS REQUESTED

Purpose:

This worksheet compares the positions requested by functional activity code for the Current Year to the Next Year and the Next Year to the Request Year.

Data Source:

The data for this worksheet is imported from the RJM-5-SUM.

Supporting Documentation Requirements:

None required

Procedures:

The system imports all of the information for the worksheet from previously completed worksheets.

Column B (Current Year):

Rows 13 through 17 – The system imports Current Year position requirements from the RJM-5-SUM (Position Requirements) worksheet for the corresponding functional activity codes.

Row 19 – The system calculates the positions required for Current Year benefits functions by adding Rows 13 through 18.

Rows 22 through 27 – The system imports Current Year position requirements from the RJM-5-SUM worksheet for the corresponding functional activity codes.

Row 29 – The system calculates Current Year operating function positions by adding Rows 22 through 28.

Row 31 – The system imports Support positions from Row 27 of the RJM-5-SUM worksheet for the Current Year.

Row 33 – The system calculates total positions requested for UI functions for the Current Year by adding Row 19 (benefits function positions), Row 29 (operating function positions) and Row 31 (Support positions).

Row 35 – The system imports AS&T positions from Row 33 of the RJM-5-SUM worksheet for the Current Year.

Column C (Next Year):

Rows 13 through 17 – The system imports Next Year position requirements from the RJM-5-SUM worksheet for the corresponding functional activity codes.

Row 19 – The system calculates the benefit function positions required function for the Next Year by adding Rows 13 through 18.

Rows 22 through 27 – The system imports Next Year position requirements from the RJM-5-SUM worksheet for the corresponding functional activity codes.

Row 29 – The system calculates the operating functions positions required for the Next Year by adding Rows 22 through 28.

Row 31 – The system imports Support positions from Row 27 of the RJM-5-SUM worksheet for the Next Year.

Row 33 – The system calculates the total positions Requested for UI functions for the Next Year by adding Row 19 (benefits function positions), Row 29 (operating function positions) and Row 31 (Support positions).

Row 35 – The system imports AS&T positions from Row 33 of the RJM-5-SUM worksheet for the Next Year.

Column D (Difference Next Fiscal Year Less Current):

Rows 13 through 35 – The system calculates the increase or decrease from Current Year to Next Year for each functional activity code and summary totals by subtracting Column B (Current Year) from Column C (Next Year).

Column E (Request Year):

Rows 13 through 17 – The system imports Request Year position requirements from the RJM-5-SUM for the respective functional activity code for the Request Year.

Row 19 – The system calculates the positions required for the benefits functions for the Request Year.

Rows 22 through 27 – They system imports Request Year positions requirements from the RJM-5-SUM for the corresponding functional activity codes.

Row 29 – The system sums the positions for operating functions for the Request Year.

Row 31 – The system imports Support positions from Row 27 of the RJM-5-SUM for the Request Year.

Row 33 – The system sums the total positions Requested for UI functions for the Request Year.

Row 35 – The system imports AS&T positions from Row 33 of the RJM-5-SUM for the Request Year.

Column F (Difference Request Fiscal Year Less Next):

Rows 13 through 35 – The system calculates the increase or decrease from Next Year to Request Year for each functional activity code and summary totals by subtracting Column C (Next Year) from Column E (Request Year).

RJM- 6-CMP-F

COMPARISON - CURRENT YEAR FUNDED TO FUNDS REQUESTED

Purpose:

This worksheet compares the funds requested by functional activity code for the Current Year to the Next Year and the Next Year to the Request Year.

Data Source:

The data for this worksheet is imported from the RJM-1-SUM-\$ and the RJM-2 worksheets.

Supporting Documentation Requirements:

None required.

Procedures:

All of the information for the worksheet will be automatically imported from previously completed worksheets.

Column B (Current Year):

Rows 14 through 18 – The system imports PS&PB costs from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Current Year.

Row 20 – The system sums the positions required for the benefits functions for the Current Year.

Rows 23 through 28 – The system imports PS&PB costs from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Current Year.

Row 30 – The system sums the positions for operating functions for the Current Year.

Row 32 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Current Year.

Row 34 – The system sums the total positions requested for UI functions for the Current Year.

Row 36 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Current Year.

Row 38 - The system imports non-personal services costs from the RJM-2 for the Current Year.

Row 41 – The system sums the total UI PS&PB cost, the AS&T PS&PB cost, and the total non-personal services cost.

Column C (Next Year):

Rows 14 through 18 – The system imports PS&PB costs from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Next Year.

Row 20 – The system sums the positions required for the benefits functions for the Next Year.

Rows 23 through 28 – The system imports PS&PB costs from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Next Year.

Row 30 – The system sums the positions for operating functions for the Next Year.

Row 32 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Next Year.

Row 34 – The system sums the total positions requested for UI functions for the Next Year.

Row 36 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Next Year.

Row 38 – The system imports non-personal services costs from the RJM-2 for the Next Year.

Row 41– The system sums the total UI PS&PB cost, the AS&T PS&PB cost and the total non-personal services cost.

Column D (Difference Next FY Less Current):

Rows 14 through 41 – The system calculates the increase or decrease from Current Year to Next Year for each functional activity code and summary totals by subtracting Next Year (Column C) from Current Year (Column B).

Column E (Request Year):

Rows 14 through 18 – The system imports PS&PB costs from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Current Year.

Row 20 – The system sums the positions required for the benefits functions for the Request Year.

Rows 23 through 28 – Data is imported from the RJM-1-SUM-\$ for the corresponding functional activity codes for the Request Year.

Row 30 – The system sums the positions for operating functions for the Request Year.

Row 32 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Request Year.

Row 34 – The system sums the total positions Requested for UI functions for the Request Year.

Row 36 – The system imports PS&PB cost from the RJM-1-SUM-\$ for the Next Year.

Row 38 – The system imports non-personal services costs from the RJM-2 for the Request Year.

Row 41 - The system sums the total UI PS&PB cost, the AS&T PS&PB cost and the total non-personal services cost.

Column F (Difference Request FY Less Next):

Rows 14 through 41 - The system calculates the increase or decrease from Next Year to Request Year for each functional activity code and summary totals by subtracting Next Year (Column C) from Request Year (Column E).